



## MEMORANDUM

**TO:** Superintendents, Principals and other Licensed Administrators

**FROM:** Pat Mapes, Director of Educator Licensing & Development

**DATE:** July 7, 2009

**SUBJECT:** Information about professionalization of licenses for school administrators – both building-level and Superintendent

After assuming office in January 2009, Dr. Bennett charged IDOE staff with reviewing Indiana's licensing rules to locate and develop better licensing efficiencies for all Indiana educators.

Through this review process IDOE staff has found an underutilized option for school administrators to renew or professionalize their own licenses. Persons who have the Standard five-year license for Superintendent or Elementary or Secondary Administration and Supervision may convert this license to a 10-year Professional license once the holder has “5 years of experience.” There is NO requirement that the holder must take additional renewal coursework.

### **Standard License for Superintendent**

515 IAC 1-1-82 specifies that for persons who have the Standard license for Superintendent, this five-year license may be converted to a 10-year Professional license once the holder has “5 years of experience as a central office of a school district.” There is NO other requirement – i.e., there is no requirement that the holder must take additional course work. Therefore, persons who have the Standard, 5-year license for Superintendent and at least five years experience are eligible for a 10-year professional license.

### **Standard license for Elementary Administration**

515 IAC 1-1-80, specifies that for persons who have the Standard license for Elementary Administration, this five-year license may be converted to a 10-year Professional license once the holder has: A) five years of experience as an elem./middle school administrator in accredited schools, AND B) has a total of 60 graduate semester hours of course work completed. Again, there is NO requirement that these persons must also have 6 hours of recent renewal course work.

### **Standard license for Secondary Administration**

515 IAC 1-1-81, specifies that for persons who have the Standard license for Secondary Administration, this five-year license may be converted to a 10-year Professional license once the holder has: A) five years of experience as a middle school/high school administrator in accredited schools, AND B) has a total of 60 graduate semester hours of course work completed. Again, there is NO requirement that these persons must also have 6 hours of recent course work.

To date, most seasoned administrators have sought out applicable (for credit) training programs often settling for programs that fit their available time as opposed to their needs as administrators. This option will allow administrators to spend precious time on the job and utilize those experiences in the recertification efforts.

To apply for the Professional license for either Elementary or Secondary Administration and Supervision, please assemble the following application materials and send them directly to the Office of Educator Licensing and Development approximately two months prior to the expiration of the license:

- completed application - form 9331 (located on the OELD website at [www.doe.in.gov/dps](http://www.doe.in.gov/dps))
- your Standard license
- official transcripts listing the minimum of 60 graduate semester hours of course work
- a letter from your Superintendent confirming 5 years of experience as a building-level administrator in accredited schools
- \$35 Money Order - payable to the "State of Indiana"

To apply for the Professional license for Superintendent, please assemble the following application materials and send directly to the Office of Educator Licensing and Development approximately two months prior to the expiration of the license:

- completed application - form 9331 (located on the OELD website at [www.doe.in.gov/dps](http://www.doe.in.gov/dps))
- your Standard license
- a letter from another administrator/HR director confirming 5 years of experience as an Assistant Superintendent/Superintendent in accredited schools
- \$35 Money Order - payable to the "State of Indiana"

If you have additional questions, please contact Ray Graves in the Office of Educator Licensing at [rgraves@doe.in.gov](mailto:rgraves@doe.in.gov) or 317-232-9010.